



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

Date: 10/25/2012	Interviewer: Laura Langley	RFA #12 – 35
Person(s) Requesting Assistance: [REDACTED]		
Contact Numbers (telephone, e-mail, etc.): On campus [REDACTED]		
Status of Person(s) Interviewed (title, position, student status, etc.): Assistant Professor		
Requested Assistance Pertaining To (name, position, policy, project, etc.) Angry student		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male ☐ Female ☐ Administrator ☐ Faculty ☒ Staff ☐ Student ☐
 Concern Regarding: Male ☐ Female ☐ Administrator ☐ Faculty ☐ Staff ☐ Student ☒

Category: *(Please check at least one)*

- | | | | | |
|---|--|---|---|--------------------------------------|
| <input type="checkbox"/> Age | <input type="checkbox"/> Color | <input type="checkbox"/> Creed | <input type="checkbox"/> Disability | <input type="checkbox"/> Employment |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> National Origin | <input type="checkbox"/> Race | <input type="checkbox"/> Religion | <input type="checkbox"/> Retaliation |
| <input type="checkbox"/> Sex/Gender | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Veteran Status | |

Time Line		
Date	Item	Comments
10/25/2012	LKL took call from [REDACTED]	<p>[REDACTED] is a new faculty member in the [REDACTED]. She received an email from a student who is an [REDACTED] major with a focus in [REDACTED]. The student is upset that [REDACTED] is using a textbook with an electronic component. [REDACTED] sees the e-component as rewarding for studying. [REDACTED] senses that the student wants the in-class lecture and book to mirror one another and that the student is struggling with the quantity of material. This student is not receiving an accommodation through DRS.</p> <p>[REDACTED] has spoken with [REDACTED], who thinks that however they move forward, another person needs to be involved in the conversation between [REDACTED] and the student.</p> <p>[REDACTED] did not identify any issue regarding a protected characteristic. She was comfortable with LKL talking with Michael Sledge about her concern.</p>
10/26/12	LKL t/c with Michael Sledge	Michael will help [REDACTED] work with the student. He will call EO again if an issue re: a protected characteristic surfaces.
10/26/12	LKL t/c to Kristina	[REDACTED] will call Michael.